

# Top tips to make hybrid work

## 1. Work to a clear shared goal for your hybrid arrangements in terms of office.

WFH days – like 3:2 or 2:3. Accommodating everyone suits no one.



## 4. Not all tasks are equal – work design is needed.

Consider and act on which work tasks are better done at home (eg focused work and team updates) and which ones are better done in the office (eg coaching and co-creation). TAI's [work design matrix](#) can help!

## 2. Check in with your team at the start of each week to get your hybrid approach working at its best.

Have designated team days to balance flexibility and contribution to the team and culture. Designate bridge days to work on your wider networks.

## 3. Think about what 'good' in the office looks like.

Allocate office time to social interactions, building networks, and deepening trust and familiarity.



## 5. Widen your thinking on productivity.

Don't just think about this as producing outputs. Think also about creativity and innovation, well-being and personal growth and how they all contribute to good outcomes.



## 6. Keep on checking in to monitor progress.

The best hybrid solutions are co-created within teams. Collect data on the hybrid experience to refine execution.

